

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM

Intended for use in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's April for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions

1. Download the worksheet file APP-CSE 2020 template at www.ps.philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if:
 - a. form used is other than the prescribed format which can be downloaded only at www.ps.philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. The file in excel format should be submitted online using the Virtual Store (VS) facility at Philgeps website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)669-7150 local 4019.

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**

Department/Bureau/Office: **TANZA WATER DISTRICT**
Region: **IV - A**
Address: **A. Soriano Highway, Tanza, Cavite**

Agency Account Code: _____
Organization Type: GOVERNMENT-OWNED AND GOVERNMENT-CONTROLLED CORPORATE Position: _____
Contact Person: **ANGELITA DELA ROSA**
Supervising Utilities Service Officer
E-mail: _____
Telephone/Mobile No: **(04) 1813091/78070259**

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue	Total Amount for the Year					
		Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																					
Pesticides or Pest Repellents																					
1. DIFLUTHIAZ	DETECTIVE, aerosol type, 400 ml	000	0	0	0	0.00	0	0	1	0	0.00	0	0	0	0	0.00	0	0	1	0	0.00
	Barcode: 62001-001																				
2. DIFLUTHIAZ	DETECTIVE, aerosol type, 400 ml	000	0	0	0	0.00	0	0	1	0	0.00	0	0	0	0	0.00	0	0	1	0	0.00
	Barcode: 62001-001																				
Color Compounds and Dispersants																					
3. STAIN-STOP	STAIN-STOP, 100% water, 100% water	100	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
Super Materials and Products																					
4. ACETATE	ACETATE, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
5. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
6. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
7. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
8. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
9. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
10. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
11. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
12. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
13. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
14. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
15. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
16. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
17. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
18. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
19. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
20. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
21. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
22. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
23. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
24. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
25. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
26. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
27. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
28. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
29. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
30. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
31. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
32. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
33. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
34. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
35. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
36. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
37. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
38. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
39. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
40. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
41. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
42. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
43. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				
44. CARBON	CARBON, 100% water, 100% water	000	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
	Barcode: 62001-001																				

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